

Many tasks are required to post transactions in the proper fiscal year and to close the State of Michigan's books. This document has been prepared to provide users with helpful tips in closing the State's books for fiscal year 2000. Following are tips concerning Year-End Closing for users of MAIN FACS (ADPICS and R\_STARS):

### **ACTIONS REQUIRED AROUND SEPTEMBER 29, 2000**

Users will need to make transaction processing decisions around September 29, 2000, as follows:

1. Proper Fiscal Year (FY) for posting. Both FY00 and FY01 will be available for most users. Consult DMB Office of Financial Management's (OFM's) Year-End Closing Guide and/or your agency's chief accountant for guidance.
2. Proper Appropriation Year (AY) for posting. All previous appropriation years where authority remains and the profiles have an active status can be input on a transaction. Except for capital outlay, work project transactions, liquidation of encumbrances and liabilities, or collection on accounts receivable, the AY for FY00 should be AY00.

**Caution:** On transaction entry screens the AY will default to 01 beginning October 2, 2000 (once the FY is 01).

Additionally, users need to be aware of the following transaction processing activities at the same time:

1. All manual warrants issued must be recorded in the system. Care should be taken to ensure the correct information is entered.
2. Requests for RMDS reports should be reviewed to eliminate unneeded FY00 requests and to add appropriate FY01 requests.
3. The Internal Transaction (IT) file in R\_STARS should be cleared, to the extent possible, to ensure posting of transactions to the proper fiscal year.

### **MAIN FACS TRANSACTION PROCESSING**

As we proceed through the year-end closing process, MAIN system usage will continue to increase and may result in slower response time. The following suggestions may help users process transactions more quickly.

- Process transactions during "non-peak" periods and Saturdays. System usage peaks from 8:30 a.m. to 11:30 a.m. and from 1:00 p.m. to 3:30 p.m.
- Take advantage of times when the system is available early. Barring any unusual nightly volume, we expect the system to be available by 6:00 a.m. on most days.

### **EFFECTIVE DATE IN ADPICS FOR MONTH 13 TRANSACTIONS**

When entering ADPICS transactions for the 13th month, the effective date must be entered in the following exact format: **09/31/2000**. The system will not automatically format the date the way ADPICS does for all other calendar dates. Remember, ADPICS defaults to the current calendar date, e.g., 10/02/2000; therefore, if you want an Old Year date, you must key it.

## ADPICS DOCUMENT CANCELLATION

When canceling an AY00 purchase order or requisition after September closes on October 6, 2000, it will be necessary to **change the effective date** on the Document Cancellation screen (PCHL8500) to **09/31/2000** in order to liquidate the encumbrance/pre-encumbrance in FY00. Between October 2, 2000, and October 9, 2000, agencies can input 09/29/2000 or 09/31/2000. If you do not change the effective date on the FY00 purchase order or requisition, an edit will prevent you from canceling the purchase order or requisition in the incorrect year. If users try to enter a FY01 date, they will receive the following error message:

"G568 EFFECTIVE DATE MUST BE IN THE SAME FISCAL YR AS REFERENCED DOC EFF DATE".

Users will then need to change the effective date of the cancellation document to 09/31/2000. See Chapter 14 of the OFM Year - End Closing Guide for more detail.

## ADPICS ADVICE OF CHANGE

When using the Advice of Change process to change the AY 2000 accounting on a requisition/purchase order to 2001 accounting, it is necessary to **enter the interface type of "YR" or "YP"**. See Chapter 14 of the OFM Year -End Closing Guide for more detail.

## WARRANTS CANCELED

It is important to designate the appropriate AY when re-issuing warrants that have been canceled. For example, if a warrant issued with AY00 and FY00 R\_STARS coding block is canceled in FY01, when the warrant is re-issued, you must be sure to charge the same AY00 R\_STARS coding block as charged on the original warrant. Generally, the only difference between the original voucher payable and the re-issuance will be the effective date.

## AGENCY OBJECT STRUCTURE

Several agencies have implemented profiles in the object structure defined and controlled by agencies such as D11 Agency Object and D25 Agency Object Group Profile. Because transactions from both AY00 and AY01 will be generated and/or recorded in FY01, it is important to establish agency objects (D11) for both appropriation years. Otherwise, all generated transactions will error out.

## DOCUMENT TYPES NO LONGER ACCEPTED IN FY00

If you receive an "EBX - Document stage < SM" error message, you can no longer record a transaction in FY00 with that document type. This does not affect transactions being processed in FY01.

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